



Palmerston School

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Headteacher: Alison Wheeler

The Chair of Governors may be contacted through
school office.

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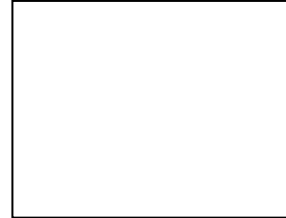
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1. Introduction:



Palmerston School has 126 places for pupils aged between 11-19 years, with Severe Learning Difficulties (SLD), Profound and Multiple Learning Difficulties (PMLD), Autistic Spectrum Condition (ASC) and other associated medical and physical difficulties including communication and behavioural difficulties.

The aim of this prospectus is to give information about Palmerston School to enable parents to make an informed choice about next steps. We encourage all parents to come and visit before making your decision as there are some questions we might not have answered in this document.

We believe that all young people should experience a learning environment which nurtures, supports and challenges them to develop their independence skills, to be happy and confident.

The positive relationships we have built between pupils, staff, governors, parents and our neighbouring community are highly valued and now we are fully established on our new site we look forward to building on these.

We place great emphasis on developing independence and communication skills and have the highest expectations of our pupils encouraging them to achieve their goals no matter how big or small.

I hope you find this prospectus helpful and informative. Please contact me directly if you have any comments, questions or concerns or if you would like to come and visit us.

Admission arrangements:

If you are the parent of a Year 6 pupil who already has an Education Health Care Plan you just need to inform the school your son/daughter currently attends of your chosen secondary school. This will be written into their ECHP review paperwork and automatically sent to the local authority.

All final decisions are made by the Local Authority and whilst your first choice school isn't guaranteed you can appeal decisions. Ask the current school for advice about this. Once an

offer has been made, a transition plan will be put in place to ensure the process is as smooth as possible for both pupil and parents/carers.

For more information - [Liverpool Early Help Directory](#) or call 0151 233 5956.

2. Ethos and Values:

Excellent Learners

Ready for life

Excellent Social skills

Fulfil potential



R esources for the job

O utstanding teaching

U sing partners

T rain for the future

E xcellent skills

S hared goals.

Palmerston School Aims are:

- To provide information and education that enables people within the school community to adopt practices associated with healthy lifestyles.
- To provide a safe environment in which to learn and to ensure people in the school community are aware of how to keep themselves safe in the wider world.
- To ensure all members of the school community have the opportunity to enjoy their experience of education and to achieve to their highest potential.
- To ensure that members of the school community have an active role and make a positive contribution to the life of the school and to the wider community in which they live.
- To enable members of the school community to grow and develop as adults, ready to live in an appropriate adult setting when ready.



3. School Staff

Senior Management Team:

Headteacher	Alison Wheeler
Deputy Headteacher (16+)	Martin McKenna
Assistant Head (KS4)	Julie Suffield
Assistant Head (KS3)	Kathryn Harvey
Business Manager	Susan Bowden
Resources co-ordinator	Lou Swift

Teachers:

We currently have 19 teachers all who have a variety of knowledge, skills and experience. These include: 2 teachers who are fluent in Spanish, DT specialist, THRIVE practitioner, ASC specialist, Makaton trainer, published author, sports and music specialists and Phonics/communication support.

HLTA's:

We have 4 HLTA's who cover absences but they also have specialist areas in Behaviour, MOVE/Sensory and ICT/Media.

Learning Support Officers:

We aim to have at least 1 LSO in every class. They support with Breakfast and After-School Clubs and are attached to a subject/faculty group in order to help with resources/audits etc as well as daily classroom support.

Learning Support Assistants:

We have 2 or more LSA's attached to a class and they support the teacher throughout the day. LSA's stay late on a Tuesday as this is our full staff training night.

Admin Office staff:

As well as our Business Manager we have 1 Finance Officer and 2 receptionists.

Catering staff:

We have a trained Chef in the kitchen cooking our meals with 2 assistants. Our Chef also delivers lessons to the pupils on a weekly basis.

Site Manager:

Mike Davies is our site manager and can be contacted through the school office.

4. Professionals who work in school with us:

We work with a number of outside agencies to ensure we are meeting all of the needs of our pupils. These professionals include:

- School Nurse
- CAMHS (Children, Adult Mental Health Service)
- Adult Transition team
- Art Psychotherapist
- Physiotherapist

- Occupational Health and breathing specialists.

- Visual/Hearing impairment team.
- Bladder and bowel team
- CAAT communication team



5. School Day

8:50am - 9:00am	Pupils arrive at school
9:00am - 9:30am	Registration and Communication time.
9:30am - 10:30am	Lesson 1
10:30am - 11:00am	Snack and Break

11:00am - 12:00pm	Lesson 2
12:00pm - 1:30pm	Lunch and break (staggered for Key Stages)
1:30pm - 2:15pm	Lesson 3
2:15pm - 3:00pm	Lesson 4
3:00pm - 3:30pm	Stars meeting and Preparation for home

6. Absences:

If your child is ill or unable to attend school for any reason, please telephone the school office before 9:00am to explain your child's absence and indicate how long they may be off. We need this information to complete the school registers, which are a legal document.

It is the policy of the school to contact the parents on the first day of absence if we do not know why they are off.

All schools have to distinguish between Authorised and Unauthorised absences. An authorised absence is usually for sickness, medical appointment, religious observation etc whilst unauthorised is when the school does not know why a pupil is off or the school has not consented to the absence.

Term Time holidays are classed as unauthorised absences apart from exceptional circumstances which need to be agreed by the Headteacher beforehand. The request for a holiday needs to be put in writing and will be put into the pupils file.

School Matters!



7. Starting School

We understand that this can be a traumatic time for pupils and parents so we always have a transition plan in place.

We work very closely with our 2 feeder schools - Princes and Millstead, and our Year 7 teachers spend time getting to know all of the pupils in their familiar surroundings first. We take direction from parents and staff to ensure the transition is as long as it needs to be to ensure the pupils are happy and less anxious about the move.

Parents are invited to coffee mornings before and after the transition and will receive a starter pack with staff photos, rooms, specialist areas etc.

If you have any concerns or questions about the transition process please speak to the current school or telephone Palmerston.

8. Uniform.

School uniform is optional as we recognise that for some pupils wearing a uniform can be problematic. However many of the pupils enjoy wearing the school logo and we do encourage this where possible.

Our supplier is **MyClothing** who will embroider the school logo onto polo shirts, sweaters, cardigans, bags and coats and 5% of the money made comes back into school. Use the link:

www.myclothing.com and type Palmerston in the search box.



School colours are white/sky blue polo shirts, navy jumpers/cardigans with grey/black trousers or skirt.

For PE pupils will need a white T-shirt and black shorts and for swimming pupils will need a costume and a towel.

Please remember to label all items of clothing as we encourage pupils to dress/undress independently where possible

Pupils in 16+ can wear their own choice of clothing but we ask that this is appropriate for a school/work environment and for the different activities they will be doing.

9. Sharing Information:

Home/school Diary:

The diaries are used as the main form of communication and can be used to write about achievement and progress as well as day to day reminders. Symbols are used to encourage the pupils to use their own diaries and to remember what to bring for the next day.

It might not be filled in in detail every day (we aim for at least 3 times per week) but please use it to pass any messages to school. Staff will not use the diary to report issues, these will be reported verbally at the end of the day by telephone.

Palmerston operates an open door policy so if you need to discuss anything or wish to make an appointment, let office staff know.

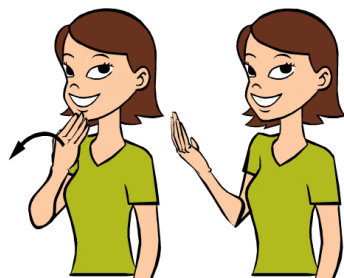
Education Health Care Plan reviews:

School arranges the reviews in line with the Education Act and these are held once per year. Parents will receive a written invitation and will have the opportunity to put their own views in writing and there will also be the opportunity to meet the class teacher before the review.

If there is someone specific you require at the review please let school know as soon as possible however, will try to invite outside professionals where we think it's appropriate. New targets for the year will be discussed and agreed and the EHCP will be amended by the Local Authority.

Behaviour:

Palmerston do not have any written rules as such but we do have very high expectations with regards to pupils behaviour in and around the school. Pupils are encouraged to develop a sense of respect towards other people and their property. Our aim is that ultimately each pupil will behave in a confident and courteous manner to others and in a way that maximises their opportunities to access community resources. If you require any more information please request our behaviour policy.



Home/School Agreement:

A copy of this agreement can be found at the back of this prospectus.

Homework:

All pupils have Personal Learning Goals and parents are encouraged to work from these. Some pupils may be given more formal homework at their own or their parents request. We would actively encourage the co-operation of parents in giving pupils the opportunities to practice their skills in a variety of settings including:

- Sharing of books
- Listening to music
- Cooking
- Dressing
- Hygiene skills etc.



10. Transport

Pupils attending Palmerston school may be entitled to free transport to and from school. If you think you might be eligible contact:

[Local Authority Transport on 0151 233 6513](tel:01512336513)

Contractors are obliged to conform to the law regarding the transport of children to and from school, including the use of seatbelts.

Most vehicles have an escort who is responsible for making sure all of the pupils are secure in their seats and safe during the journey. These escorts are not employed by school so if you have any concerns please report to the number above.

Palmerston holds a breakfast club for parents who work and this opens at 8:15am every morning.

We also have an After School Club Wednesdays and Thursdays but pupils have to be picked up by parents as this finishes at 4:30pm.

Please let school know if you would like your child to attend any of these.

11. Safeguarding

Palmerston takes its responsibility to safeguard its pupils seriously. All staff have relevant checks and visitors are made aware of our commitment. The full safeguarding policy can be found on our website or as for a paper copy from reception.

If the school has any concerns about the safety or welfare of a pupil these will be discussed with the parent and/or social care. In some instances this will require a referral to be made to Careline.

If you have any questions or concerns please contact:

[Alison wheeler - Headteacher and Child Protection officer](#)

[Sue Bowden - Business Manager and Deputy Child Protection Officer](#)

12. Medication:

Palmerston has its own school nurse who administers medication.

Pupils with any medical needs will have a Care plan which will be discussed and agreed with parents, the school nurse and other health professionals. This plan is made available to all staff to ensure the pupils needs are met at all times.

All parents whose children are on medication are requested to complete a medical information form when their child starts school. This is updated following a medical if there is a change in medication. However, the following guidelines apply to the administration of all medicines:

- We can only administered medication prescribed by a doctor.
- Prescribed medicines must be accompanied by a written and signed instruction as to their precise use. For pupils on rescue medication an agreed plan need to be filled in by school, parents and the paediatrician.
- Each medicine should be sent in a separate original container.
- Each container should be clearly labelled with;
 1. Name of child
 2. Name of medicine
 3. Amount of dosage
 4. Time to be given
 5. Instructions - with water etc.
 6. Date of dispensing
 7. Expiry date.
- Medication WILL NOT BE GIVEN if it is only required 3 times per day. This can be given at home.



13. Inclusion and Access

Palmerston works very closely with local high schools and some pupils are included in experiences at our partner schools with support from Palmerston staff. Palmerston also provides an outreach service for pupils with severe learning difficulties who attend mainstream schools.

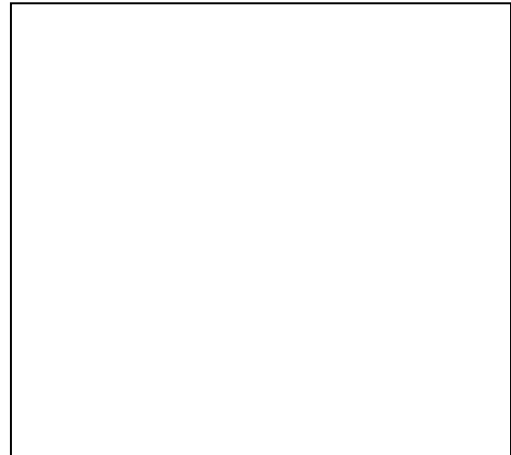
As a school we aim to be as inclusive and accessible as possible. A full copy of our access plan is available on request.

Current priorities include:

- Expanding communication opportunities between home and school for pupils with particular needs.
- Develop and expand our provision for pupils with sensory needs.

We do have specialist facilities to meet the access needs of our pupils including:

- Communication aids
- Symbol software
- Switch access devices
- Specialist ICT software and hardware
- Hydro/Spa pool
- Soft play area
- Accessible food technology room
- Specialist therapy 'Rainbow' room



14. Curriculum

Grouping of pupils

Pupils are in class groups according to age however during the day will be placed in groups according to ability. All classes have 1 teacher and at least 2/3 support staff, depending on the needs of the pupils.

Subjects:

We pride ourselves on adapting the national curriculum frameworks and initiatives to ensure that our curriculum is constantly evolving to offer a range of opportunities and experiences.

There are 3 strands to our curriculum

1. Formal Curriculum - adapted National Curriculum subjects
2. Semi-Formal curriculum - topic and play based curriculum
3. Pre-formal Curriculum - sensory curriculum

All pupils are grouped according to ability and need and assessed using the appropriate tools.

We do acknowledge that some pupils needs can, and will change but our curriculum is fully person centred and can be altered to suit the needs of all pupils at all times.

Further information can be found on our school website.

15. Governors

Full Governors meetings take place termly with 2 Committee meetings (Finance/Personal and Curriculum) also taking place throughout the term.

Governors take part in learning walks around school and each have a responsibility such as Safeguarding, Post 16 etc.

It is the role of the Governors to:

- Be a critical friend - setting the strategic vision of the school
- Hold the Headteacher to account for the performance of the school.
- Ensure financial resources are well spent.

If you are interested in becoming a Governor please speak to Sue Bowden in the school office.

16. Preparing for Adulthood

The 16+ department is a discrete department within Palmerston which offers a 3 year course for pupils aged 16-19. A more adult and mature approach is expected and pupils no longer follow the National Curriculum. Instead a specially developed curriculum is followed which is designed to prepare pupils for post school provision (whatever that may look like) and adult life. This includes travel training, supported work experience placements and Functional Maths and English. For those pupils who need a more sensory approach, we deliver this through QUEST and supported communication sessions which include cookery, body awareness, switch access and appropriate therapy sessions.

Throughout school life at Palmerston, pupils are encouraged to be as independent as possible and take responsibility for themselves, property and others. We encourage communication about feelings and making choices and can support this with Nurture groups, communication support and/or Therapies such as THRIVE.

At all times Palmerston philosophy is about adapting, changing and taking risks. We make the provision meet the needs of the pupils as much as we possibly can and strive to ensure that all pupils, when they leave at 19, have become confident, competent and adaptable young citizens.

If you would like any more information please do not hesitate to get in touch.



